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ABSTRACT

This guide to education sources is part of a kit packaged by the Department of Education at Trinity University (Texas) for use by the student teacher. The purpose is to aid the graduating senior in further study. Reference sources that may be used in selecting a school in the United States or in a foreign country are listed. For the graduating senior who desired to teach, general information on school districts, on state teaching regulations, and on preparing an effective resume may be found. The guide is divided into four parts: university guides and directories; foreign study and teaching resources; educational associations; and job resume composition techniques. (Author/LH)

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A GUIDE TO SOURCES FOR GRADUATE STUDY OR TEACHING

BY

Mary Cervantes Clarkson

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This guide to education sources is part of a kit packaged by the Department of Education at Trinity University for use by the student teacher. The purpose is to aid the graduating senior in further study, if he so desires, by listing reference sources which may be used in selecting a school in the United States or in a foreign country. For the graduating senior who desires to teach, general information on school districts, on state teaching regulations, or on how to prepare an effective resume may be found in this guide as he enters the world of teaching. The guide is divided into four parts: 1.) university guides and directories, 2.) foreign study and teaching, 3.) educational associations, and 4.) job resumes.

UNIVERSITY GUIDES AND DIRECTORIES

Accredited Institutions of Postsecondary Education, 1978-79. Washington, D.C., American Council on Education, 1978. Annual.

A directory of accredited institutions, professionally accredited programs, and candidates for accreditation. Alphabetically arranged by state with institutional index.

Accredited postsecondary institutions and programs including institutions holding preaccredited status. U.S. Office of Education. Washington, D.C., Government Printing Office, 1971- Annual.

Former title: Accredited higher institutions. 1917-. Listing by state, with initial date of accreditation and latest renewal date or reaffirmation.

American Universities and Colleges. 11th ed. W. Todd Furniss. Washington, D.C., American Council on Education, 1973.

Excellent and most useful directory though a little outdated. General descriptions of some 1400 institutions in the U.S.. Appendixes include accreditation, academic costume code, degree abbreviations and tables.

Barron's Profiles of American Colleges. Benjamin Fine, ed. Woodbury, N.Y., Barron's Educational Series, 1972.

A comprehensive guide offering information to location, courses offered, financial aid, college's aims, living arrangements, regulations and special programs. Alphabetically arranged by state with a college index.

College Blue Book. Yonkers, New York, C.E. Burckel, 1923- Irregular.

Comprehensive fact book giving directory and statistical information. Fourteenth edition in 3 volumes: 1.) Narrative descriptions; 2.) Tabular data; and 3.) Degrees offered by college and subject.

Comparative Guide to American Colleges, for Students, Parents, and Counselors. James Cass and Max Birnbaum, compilers. New York, Harper, 1964- (6th ed. 1973)

This guide offers much analytical and comparative data to serve as a basis for college selection. General information is given.

Comparative Guide to Junior and Two-Year Community Colleges. New York, Harper & Row, 1972.

Companion to Comparative Guide to American Colleges. Divided into two sections: residential junior colleges and nonresidential and primary local two-year colleges. Index by state and religion.

Graduate Study in Psychology, 1977-1978. Washington, D.C., American Psychological Association, 1976.

General information about graduate schools in psychology with special sections on financial assistance, foundations and agencies accepting fellowship applications, postgraduate training, child day-care facilities, and foreign students.

UNIVERSITY GUIDES AND DIRECTORIES-cont.

Graduate and Professional School Opportunities for Minority Students. Princeton, NJ, Educational Testing Serv., 1969- (5th ed. 1973/74)

Sections on professional schools (business, law, medical, etc.) and a listing of graduate programs by subject area.

Guide to American Graduate Schools. Herbert B. Livesey and Gene A. Robbins. 2d. ed. New York, Viking, 1970.

Offers graduate and professional program information on about 600 schools in all areas.

A Guide to Graduate Study; Programs leading to the Ph.D. Degree. Washington, D.C., American Council on Education, 1957- Irregular. (4th ed. 1969)

Listings of universities offering programs leading to the Ph.D. degree. Alphabetically arranged.

Guide to Opportunities for Education, Training and Research in the Sciences. Washington, D.C., Public Affairs Pr., 1967.

Information on programs and financial assistance at all educational levels in the pure and applied sciences. Includes government-sponsored training and research opportunities.

Lovejoy's College Guide. Clarence E. Lovejoy. New York, Simon & Schuster, 1940- Biennial (irregular) (13th ed. 1976)

Concise information on accreditation, type, enrollment, equipment, expenses, scholarships, degrees, etc. Advice on how to choose a college.

New American Guide to Colleges. New York, New American Library and Columbia Univ. Pr., 1959- Irregular. (4th ed. 1972)

Arrangement varies; listing by state now, then alphabetical by institution.

Peterson's Annual Guides to Graduate and Undergraduate Study. 1979 edition. Princeton, NJ, Peterson's Guides, 1978.

The first two volumes are for undergraduate study: 1.) College descriptions and profiles; 2.) Tests and Majors. The remaining five volumes describe graduate study: 3.) graduate institutions/an overview; 4.) Humanities and social sciences; 5.) Biological, Agricultural, and Health Sciences; 6.) Physical sciences, and 7.) Engineering and applied sciences.

Programs of Graduate Study in Business. 1971/72- Princeton, NJ, Educational Testing Service, 1971-

Fairly full information on schools offering degrees in business which require the "Admission test for graduate study in business."

UNIVERSITY GUIDES AND DIRECTORIES-cont.

A Rating of Graduate Programs. Kenneth D. Roose and Charles J. Andersen. Washington, D.C., American Council on Education, 1970.

Various tables show ranking of graduate departments, etc.

The Random House Guide to Graduate Study in the Arts and Sciences. New York, Random, 1967. Elga R. Wasserman and Ellen E. Switzer.

This guide groups data by subject discipline rather than by university. Much data in tabular form.

Texas Collegiate Education Directory, 1976-77. San Antonio, TX, College Selection & Planning Service Foundation, 1976.

A Guidebook for students, parents and counselors. General information is available on 2-year collegiate institutions (public); 2-year private colleges, 4 year public and private institutions, and general information as scholarship application, career planning suggestions and even a glossary of collegiate terms.

Microfiche College Catalog Collection. San Diego, CA, National Microfilm Library, 1974-

This is a microfiche collection of the catalogs of some 3500 colleges and universities throughout the United States. Foreign colleges are included and a special section for medical schools. Both undergraduate and graduate catalogs are reproduced. Extremely useful and easy to keep current.

FOREIGN STUDY AND TEACHING

Guide to Study in Europe; A Selective Guide to European Schools and Universities. Englewood Cliffs, NJ, Four Winds Press, 1969.

Guide to Studying in Europe. New York, London House & Maxwell, 1963.

Handbook on International Study. New York, Institute of International Education, 1955- Triennial (irregular).

Guide to study, training, and exchange opportunities for foreign students wishing to study in the U.S., and for United States students desiring to study abroad. Educational systems in various countries are described as well as scholarship and fellowship programs and government regulations.

Handbook on U.S. Study for Foreign Nationals. New York, Institute of International Education, 1973-

A continuation of the "for foreign nationals" section of the above book.

Index Generalis, 1st-21st year, 1919-1939; 1952-53-1954/55; general yearbook of universities and of higher educational institutions, academies, archives, libraries, scientific institutes, botanical and zoological gardens, museums, observatories, learned societies. Paris, Dunod, 1919-39, 1953-55. Annual.

In six main parts: 1.) Universities and schools of science and technology grouped by countries, 2.) Observatories, 3.) Libraries and Archives, 4.) Scientific institutes arranged by place, 5.) Learned Societies and academies arranged by subject, and 6.) Indexes (geographical and personal). Indispensable for the period between the World Wars, name indexes are especially useful.

International Handbook of Universities and Other Institutions of Higher Education. Paris, International Association of Universities, 1959. Irregular. (5th ed., 1971)

This handbook serves as companion to Commonwealth universities yearbook, therefore excludes Commonwealth and U.S. institutions. Descriptions include name, location, history, fees, degrees and diplomas, chief administrative officers, etc. No personal or subject index.

International Programs of American Universities; an inventory and analysis. 2d ed. Honolulu, Institute of Advanced Projects, East-West Center, in cooperation with International Programs, Michigan State University, 1966.

Gives a directory of international programs reported by 396 universities in addition to an analysis and summary.

FOREIGN STUDY AND TEACHING-cont.

The New Guide to Study Abroad; Summer and full-year programs for high-school students, college and university students, and teachers. 1971-1972 ed. John A. Garraty, Walter Adams, and Cyril J. Taylor. New York, Harper & Row, 1971.

A useful source of information about programs, requirements, living conditions and costs for the student who wants to study abroad. Includes foreign programs of certain American institutions.. Lists organizations and agencies promoting foreign study.

New Horizons in Education: the Benefits of Study Abroad. George, Gardner, ed. and Stanley Washburn, Jr. Long Island City, NY, Pan American Airways, 1961.

'Pan American's guide to the principaluniversities of the world."

Overseas Opportunities for American Educators; Perspectives and Possibilities. Lorraine Mathies and William G. Thomas. New York, CCM Information Corp., 1971.

Study Abroad; International Handbook; Fellowships, Scholarships, Educational Exchange. Paris, UNESCO, 1948- v. 1- Irregular.

Gives details for available fellowships and scholarships for international study with all basic information needed to apply. Arranged according to donors of awards, by administering agency or by country in which donor is located.

Vacation Study Abroad. Paris, UNESCO, 1970- Irregular.

Introduction and headings in English, French, and Spanish; entries are in one of the languages. Section on international organizations is followed by a country arrangement giving information on vacation courses, summer schools, and scholarships offered.

World of Learning. London, Europa Publications, 1947. Annual.

Lists learned societies and research institutions, libraries, museums, universities and other institutions of higher education. Fullness of information varies.

World Guide to Universities. 1st. ed. 4 volumes. New York, R.R. Bowker, 1971-72.

EDUCATIONAL DIRECTORIES

The Directory of Education Associations. Carlton H. Bowyer. Emporia, KS, Teachers College Press, 1962.

Subject arrangement covering more than 400 American educational associations; includes history and purpose. Name index.

Directory of Education Associations. Washington, D.C., Dept. of Health, Education and Welfare, GPO, 1977- Annual.

Extremely useful directory of national and state education associations, alphabetically arranged, first nationally, then by state. Gives the executive officers' names, locations and publications as well as other general information on each association.

Education Directory: Colleges and Universities. 1969/70- Annual. Washington, D.C., National Center for Education Statistics, 1977-78.

Education Directory: Public School Systems. 1969/70- Annual. Jeffrey W. Williams and Sallie L. Warf. Washington, D.C., National Center for Education Statistics, 1977-78.

Education Directory: State Education Agency Officials. 1971- Washington, D.C., Dept. of Health Education and Welfare, National Center for Education Statistics, 1978-79.

Manual on Standards Affecting School Personnel in the United States. Rev. ed. Washington, D.C., National Education Association and T. M. Stinnett, 1974.

Original title: Manual on Certification....

Patterson's American Education. Mount Prospect, IL, Educational Directories, 1904-. Annual.

"A comprehensive list of public and private schools, colleges and universities and other special schools in 2 parts: 1.) school systems arranged first by state, then towns; 2.) directory of schools, colleges, and universities classified by specialty."

Requirements for Certification of teachers, counselors, librarians, and administrators for elementary schools, secondary schools, junior colleges. Chicago, University of Chicago Press, 1935- Annual.

Certification requirements for the U.S. states. Includes recommendations of regional and national accrediting associations.

Texas School Directory; a Guidebook for students, parents, and counselors. San Antonio, TX, CSPS Foundation, 1976.

Institutional information on 2-year and 4-year public and private schools in Texas. Very helpful for Texas schools.

JOB RESUMES

Go Hire Yourself An Employer. Richard K. Irish. Rev. ed. Garden City, NY, Anchor Books, 1978.

How To Find and Apply For a Job. John A. Kushner and Helen J. Keily. 3rd ed. Cincinnati, OH, South-Western Pub. Co., 1975.

How To Get The Job You Want: A Guide to Resumes, Interviews, and Job-Hunting Strategy. Melvin W. Donaho and John L. Meyer. Englewood Cliffs, NJ, Prentice-Hall, 1976.

Move In and Move Up. E. A. Butler. New York, Macmillan, 1970.

The New Job: How to Prepare For and Pass the Interview; how to profile and write the letter of introduction and resume. 3d ed. Monterey Park, CA, Orb Enterprises, 1973.

Pathway to Your Future: The Job Resume and Letter of Application. Kenneth R. Adler. Cambridge, MA, Bellman Pub. Co., 1971.

Professional Resume/Job Search Guide. Harold W. Dickhut and Marvel J. Davis. 3d ed. Chicago, Management Counselors, Inc., 1975.

Resume Writing; a Comprehensive How-to-do It Guide. Burdette E. Bostwick. New York, John Wiley, 1976.

Resumes That Get Jobs: How to write your best resume. Jean Reed, ed. New York, Arco Pub., 1976.

Specialized Resumes for Executives and Professionals. Juvenal L. Angel. New York, Regents Pub. Co., 1967.

Ten Weeks to a Better Job. Stanleigh B. McDonald. Garden City, NY, Doubleday, 1972.

What Color is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers. Rev. ed. Berkeley, CA, Ten Speed Press, 1978.

Why and How to Prepare an Effective Job Resume; the most up-to-date reference handbook on merchandising your skills and landing the job you want through the use of modern job-finding techniques. Juvenal L. Angel. 5th ed. New York, World Trade Academy Press, 1972.

Your Resume: Key to a Better Job. Leonard Corwen. New York, Arco Pub. Co., 1976.